

SECURITY CLASSIFICATION

Secret

USIB/S TELEPHONE CONTACT FORM

(Date of Origin)

SUBJECT

: Distribution of USIB Documents

REFERENCE

: USIB-D-2.2/1, 28 Sept

USIB Principals	Contact	USIB/S Member	Remarks	Date
State	Mr McAfee		Memo received with changes	18 Dec
OSD/SO	Mr Zander		Memo received 30 Sept; no change	
Army	Col. Des Jarlais		Present distribution as fine. (Phone call)	23 Oct
Navy	Capt. Kilmer		Memo received 29 Oct.	
Air Force	Col. Pickering		No change except CL would like 2 copies of CL papers	6 Nov
NSA	[Redacted]	memo 19 Nov	No change in distribution (Phone call)	30 Oct
Joint Staff	Col. Garner		Telephone call rec'd	
AEC	Miss Mann	2 Nov	7 Oct - no change	
FBI	Mr. Kuchaty		Telephone call rec'd 12 Oct - no change	

OTHER

FURTHER REMARKS: (Use reverse side if necessary.)

USIB/S Final Action Taken, if any:

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Next 3 Page(s) In Document Exempt

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UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: Distribution of USIB Documents

1. Now that the Intelligence Board has been operating for some length of time it would appear appropriate for the Board to review generally the question of the distribution of papers which are circulated as official documents of the Board. One facet of the problem is being treated in the survey of the dissemination of national intelligence estimates, authorized by the Board on 14 April (USIB-M-34, item 6). However, there remains the additional, and in some respects more complicated, problem of determining the appropriate distribution for the extremely wide variety of papers other than estimates which are issued and circulated by the Secretariat in the name of the Board. Although no categorization of these latter documents is entirely satisfactory, they can be classified broadly for this purpose as "recurring" and "non-recurring".

2. A considerable number of Board documents fall into the recurring category, such as agenda, minutes, post mortems, validity studies, and the quarterly estimates program. The distribution lists for these series were mainly inherited from predecessor organizations; the requirements seem to have evolved largely on the basis of requests through the offices of past IAC and USCIB principals, committee chairmen or the separate functional offices of CIA. For many of these series, distribution in the community is of the order of 80 copies.

3. In addition, various non-recurring types of documents are circulated in the community in the name of the Board. A "standard" distribution (see Tables A and B), which also is largely inherited, is given to these documents, except when the originator of the paper, the Board or Chairman of the Board instructs otherwise or, in the absence of such instructions, the Executive Secretary considers that the circumstances appear to warrant a different distribution. In this latter case the Executive Secretary determines the distribution on an ad hoc basis, in the light of factors such as the sensitivity of the document, the need-to-know principle and guidance from the Board or Chairman in prior analogous cases.

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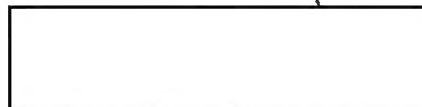
4. Recommendations:

a. That the "standard" distribution and the distributions for particular recurring document series continue to be made on the basis of requirements forwarded by the separate Board members, and that the responsibility for any further distribution by the separate departments and agencies (including the determination of need-to-know) continue to rest with the separate Board members.

b. That the Board members note the existing distributions (Tables A and B), review their internal requirements thoroughly, and forward to the USIB Secretariat within one month notification of their separate new standing requirements for standard distribution and for particular recurring series.

c. That the distribution of certain non-recurring types of documents continue to be determined by the Board, the Chairman, or when necessary, by the Executive Secretary.

5. We propose to ask the Intelligence Board to discuss this matter, including the proposed recommendations, at an early Board meeting (probably not until sometime after 15 September).



Executive Secretary

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TABLE A

Total Distribution of USIB Document Series

Distribution Symbol	Document Series	Total*/ Distribution	Outside CIA **/		Non CIA	
			Total	USIB	USIB	Total
A	USIB Agenda	79	42	40	2	37
C	Comint	44	37	37	0	7
CL	Comint, limited	12	9	9	0	3
E	Elint	45	35	35	0	10
EL	Elint, limited	11	9	9	0	2
25X1A	<div></div>	25	21	21	0	4
L	Limited Distribution - Chairman, Board, or Executive Secretary determines on an <u>ad hoc</u> basis.					
M	USIB Minutes	87	50	48	2	37
N	Report on Estimative Support for NSC	34	21	18	3	13
P	Post Mortem	83	58	52	1	40
Q	Quarterly Estimates Program	125	86	84	2	39
R	Release Memoranda for NIEs	40	28	28	0	12

* The USIB Secretariat also maintains official file copies of documents and a limited number of extra copies to meet special ad hoc requirements of Board members.

** See Table B for breakdown by agency.

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Total Distribution of USIB Document Series (Cont'd)

Distribution Symbol	Document Series	Total Distribution	Outside CIA **/			Inside CIA
			Total	USIB	Non USIB	Total
S***	Standard	72	35	34	1	37
V	Validity Studies	81	40	39	1	41

*** For all other USIB Documents through Top Secret unless a specific determination is made for a different (usually more limited) distribution.

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TABLE B

Distribution of USIB Documents Outside CIA

Normal USIB Series										Special USIB Series			
Distribution Symbols*/													
	S	A	M	P	V	R	Q		N	C	CL	E	EL
Total													
External	35	42	50	53	40	28	86	21	21	37	9	35	9
A. USIB													
Members	34	40	48	52	39	28	84	21	18	37	9	35	9
State	5	5	7	15	6	1	5	3	2	4	1	4	1
OSD	2	2	2	2	2	2	2	2	2	2	1	2	1
Army	4	8	9	7	4	7	50	3	2	6**1		7**	1
Navy	2	2	4	2	2	1	3	2	2	4**1		3**	1
Air Force	7	8	6	11	11	7	10	3	2	6**1		7***	3***
NSA	7	8	13	7	7	2	7	2	4	10	1	10	1
Joint Staff	5	5	5	5	5	5	5	2	2	2	1	2	1
AEC	1	1	1	1	1	1	1	2	1	1	1	0**	0**
FBI	1	1	1	2	1	2	1	2	1	2	1	0**	0**
B. Other													
JCS	0	1	0	0	0	0	0	0	0	0	0	0	0
NSC	1	1	1	1	1	0	1	0	2	0	0	0	0
President's Board	0	0	1	0	0	0	0	0	1	0	0	0	0
OCB	0	0	0	0	0	0	1	0	0	0	0	0	0

* See Table A for definition of symbols.

** Army, Navy, and Air Force figures for Comint and Elint series include CIA shipments sent directly to subordinate units of Army, Navy and Air Force because of time considerations. FBI and AEC have indicated that no regular distribution is required on E and EL series.

***Includes two copies sent to Chairman of the Elint Committee.